

DEPARTMENT RECOMMENDATION OF
BID (ITB, RFP, BEB, RFQ) INTENDED AWARD

Dane Holder
Gayle Dykeman

170011
(Buyer)

To: Purchasing, Box 32

Attn: Daphyne SESCO

Bid #: FMDX-180007-DS

Bid Due Date: 6/13/2017

Bid Title: Vehicle Management Services

NO AWARD – REJECT ALL BIDS
Justification for No Award:
 Bids over budget
 Only one bid received
 Other (provide detailed explanation: _____)

IMPORTANT: The blackout period is in effect until the contract is awarded including City Commission approval. Violation of this provision shall result in disqualification of the bidder/vendor.

RECOMMENDATION FOR INTENDED AWARD

If straight low bid (no evaluation – i.e. construction, materials):
Recommended Bidder: _____
Bid award amount: \$ _____

Justification for the Recommendation: _____

OR

If BEB/RFP/RFQ (turn in evaluation notes, comments points, etc.). Recommended Ranking:

Vendor	Ranking
<u>Fleet Response</u>	1
_____	2
_____	3

Bid award amount: \$ 200,000⁰⁰

Justification for the Recommendation: Only Responsive Bidder that met Qualifications / Requirements

I hereby certify the recommended straight low bidder/vendor ranked No. 1 is the most responsive and responsible bidder meeting all requirements, certifications, forms, and/or minimum criteria/qualifications listed below (include qualifications/requirements directly from ITB, RFP, BEB, RFQ document):

- Appendix A, B, C completed and Submitted
- Accident Reports
- Accident Claim Status
- Damage Estimates and Independent Appraisals
- Transportation of Damaged Vehicle
- Repair Facilities and Repair Work
- Reports
- Technology Solution
- Accident Claims Analysis
- Subrogation Services
- Cost Control
- Drivers Safety Training
- Contract Implementation
- Annual Meeting and Review
- Publications
- Warranty

Recommended by: [Signature]
SIGNATURE
Sheryl D. Duke
PRINTED NAME

Phone: 393-8264

Title: Fleet Support Supervisor

Date: 6/27/2017

IMPORTANT: The Project Manager is responsible for initiating, completing and executing the contracts. Fully signed (including City Attorney and City Commission approval) contracts are forwarded to Purchasing for the issuance of a purchase order.

City Commission required: Yes City Commission meeting on _____ (date confirmed of approved agenda item).
 No City Commission approval is not required: _____ (Indicate Policy exemption section (i.e. Sec 7.1(c))
Vendor is active in the Advantage Financial System – Department is responsible to obtain appropriate documentation to activate vendor.
Award recommendation – 9/2007;4/2008;11/2008;10/2011; 3/2012; 4/2012;6/4/2012;4/1/2013;4/29/13; 10/01/2013; 12/17/2014

*** PLEASE NOTE: WE REQUEST A PREAWARD MEETING ***